



Controller's Report Library Newsletter

DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.



Fiscal Year End Is Almost Here!

Are you ready for **FY2009**? Here are some tools that may assist you and your staff with your preparations...

Have you generated the **FIN-Negative Balance Rpt (12)**? Time is running out on FY08, so get busy and make sure you are not in the red!

Fiscal year end is also the perfect time to reconcile your purchase orders. Run the **FIN – FY Encumbrance Listing (65)**.

After entering the Org, Fund and various other parameters, select the following options:

- Status:** Open Only
- Display Option:** Last Invoice Trans Date
- Order By:** Org, Encum Type

Keep An Eye Out: The Accounts Payable/Purchasing Process Improvement Team is pleased to announce a new BANNER Form FWIENCD (PO Balance Detail Form), which replaces FGIENCD and will be available shortly. It has all the information on FGIENCD plus it has the vendor's invoice number and UMDNJ check number!

Compare your FWIENCD results with **AP-Payment History by PO # Rpt (22)**. Does it look familiar?

Once you close the open PO's and liquidate the encumbrances, run the **FIN – Available Balance Detail Rpt (43)** to see how much budget you now have available!

To generate the report by account, you can select the "**Acc – Account**" option from the Group parameter.

Group (Click label)

Acc - Account

Please feel free to contact me at kullbeer@umdnj.edu with any suggestions, comments or concerns. Enjoy! *Eric*

Did You Know....

That in addition to our regular refreshing **Salary Snapshot Dates** for June and July, we have added more:

| | |
|-------------------|-------------------|
| 6/13/08 | 6/18/08 |
| 6/23/08 (regular) | 6/27/08 |
| 7/02/08 | 7/07/08 (regular) |
| 7/11/08 | 7/16/08 |

That the timesheet description is now included in the **HR-Employee Roster by FTE (60)**

That on any report you can select from three different report outputs - any or all simultaneously:

- Print a hard copy
- Excel data file
- Access table

That to view Finance Orgs for which you have Banner security, select the "View Org Hierarchy" button:



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